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ORGANIZATION
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MANAGEMENT IMPROVEMENT OFFICE

18. MISSION

The Management Officer is responsible for administering the Agency's Management Improvement Program, developing and recommending plans, programs, policies, and procedures designed to improve management and/or efficiency throughout the Agency; and, for rendering appropriate support and advice related thereto.

19. FUNCTIONS

The Management Officer shall:

- a. Develop and recommend plans, programs, policies and procedures for, and exercise leadership and initiative in improving management throughout the Agency; continually review Agency progress in management improvement; and, assist all elements of the Agency in planning, developing, and installing improved management practices.
- b. Conduct studies of organization, functions, systems, and methods, and recommend improvements resulting therefrom.
- c. Review and coordinate proposals for tables of organization and personnel ceiling changes; conduct work measurement, manpower distribution and manpower utilization surveys; and, develop recommendations as to numbers and types of positions and manpower required.
- d. Administer the Agency Records Management, Vital Materials, and Incentive Awards Programs.

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- e. Review requisitions for and applications of office business machines and equipment; and, conduct research and disseminate information related thereto.
- f. Conduct research on management techniques and develop and disseminate information throughout the Agency for the purpose of improving management practices and efficiency.
- g. Provide management consulting service to all elements of CIA and arrange for the utilization of outside management consultants where feasible.

20. ORGANIZATION

See Organization Chart, Figure 6.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

L. K. WHITE
Acting Deputy Director
(Administration)

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